
Craig Platt

Student, Advanced Strategic Leadership Program

“U of T Continuing Studies ensured that I received a first class education while providing options that enabled me to maintain a regular schedule of classes, not neglect my professional obligations, nor disrupt my commitments at home. The course units are relatively short in time commitments, but full of useful material.”

Sergeant Craig Platt, husband, father and active community volunteer, has been with the Halton Regional Police Service for more than 20 years.



ENJOY MORE

U of T Mississauga & U of T Scarborough

Enjoy more of the U of T Mississauga and U of T Scarborough community around you. By offering courses in your local community, we want to help you partake more in the promise of lifelong learning.

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Enjoy More

The U of T Mississauga and U of T Scarborough campuses are nestled within some of the fastest growing communities of the GTA. Our goal of providing access to continuing education has led us to offer a wide range of courses, across all subject areas, in both locations.

We provide certificate programs, individual courses and classes that range from only one day to more traditional multiweek courses – even a few courses taught in Mandarin and Cantonese. We continue to develop more programming in both locations. If you don't find something that fits your needs right now, please visit our website at learn.utoronto.ca for updates on the growth of continuing education on all three campuses.

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In order to fulfill our mission to provide relevant and innovative programming, we renew and design programming throughout the year. We may have courses or information that could not be included at time of printing so; as a result, information in this calendar may change at any time. While the School of Continuing Studies aims to ensure completeness and accuracy, please note that we reserve the right to change the information herein.

Please visit our website, learn.utoronto.ca, for the most up to date details on programs, courses and certificates.

U of T Mississauga

Business & Professional Studies

Accounting & Finance

Accounting: The Fundamentals

In-class: Mississauga Campus

16 meetings (48 hours) Fee: \$695

- | | |
|---------------------|--|
| SCS 0984-189 | Thu 6pm–9pm,
3 May to 2 Aug, 2012
Sat 9am–1pm, 23 Jun, 2012
Sat 9am–1pm, 21 Jul, 2012 |
| SCS 0984-190 | Thu 6pm–9pm,
12 Jan to 26 Apr, 2012 |
| SCS 0984-194 | Thu 6pm–9pm,
1 Sep to 15 Dec, 2011 |

Please see page 38 for course description.

Internal Auditing Standards – Introduction

In-class: Mississauga Campus

11 meetings (33 hours) Fee: \$695

- SCS 2332-008** Please visit our website for the most up to date details.

Please see page 39 for course description.

Internal Auditing, Programs and IT

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

- SCS 2333-005** Please visit our website for the most up to date details.

Please see page 40 for course description.

Internal Auditing, Governance, Compliance and Business Issues

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2334-005 Please visit our website for the most up to date details.

Please see page 40 for course description.

The Budgeting Process

In-class: Mississauga Campus

8 meetings (24 hours) Fee: \$450

SCS 2081-017 Wed 6pm-9pm,
21 Sep to 9 Nov, 2011
SCS 2081-020 Wed 6pm-9pm,
25 Jan to 14 Mar, 2012
SCS 2081-022 Wed 6pm-9pm,
23 May to 11 Jul, 2012

Please see page 40 for course description.

Management Accounting

In-class: Mississauga Campus

16 meetings (48 hours) Fee: \$695

SCS 0983-060 Wed 6:30pm-9:30pm,
7 Sep to 14 Dec, 2011
Sat 9:30am-12:30pm
1 Oct, 2011

Please see page 42 for course description.

Understanding Financial Statements

In-class: Mississauga Campus

8 meetings (24 hours) Fee: \$450

SCS 2079-018 Wed 6:30pm-9:30pm,
14 Sep to 2 Nov, 2011
SCS 2079-020 Sat 9:30am-12:30pm,
21 Jan to 17 Mar, 2012
SCS 2079-023 Sat 9:30am-12:30pm,
5 May to 7 Jul, 2012

Please see page 46 for course description.

Business Analysis

The Foundations of Business Analysis

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2379-026 Please visit our
SCS 2379-030 website for the most
SCS 2379-034 up to date details.

Please see page 47 for course description.

Business Analysis Tools and Techniques

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2383-008 Please visit our
SCS 2383-011 website for the most
SCS 2383-014 up to date details.

Please see page 48 for course description.

Leadership in Business Analysis

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2382-009 Please visit our
SCS 2382-012 website for the most
SCS 2382-015 up to date details.

Please see page 48 for course description.

Business Communication

Effective Communication and Negotiation

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1241-060 Wed 6:30pm-9:30pm,
2 May to 18 Jul, 2012

Please see page 49 for course description.

The Business Approach to Writing

In-class: Mississauga Campus

SCS 1348-090 Mon 6pm-9pm,
19 Sep to 12 Dec, 2011
SCS 1348-093 Tue 6pm-9pm,
17 Jan to 3 Apr, 2012
SCS 1348-096 Thu 6pm-9pm,
3 May to 19 Jul, 2012

Please see page 50 for course description.

Business Management

Business Management

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

- SCS 0977-143 Wed 6pm-9pm, 21 Sep to 14 Dec, 2011
- SCS 0977-145 Thu 6pm-9pm, 19 Jan to 12 Apr, 2012

Please see page 55 for course description.

Economics, Introductory

In-class: Mississauga Campus

16 meetings (48 hours) Fee: \$695

- SCS 0980-102 Tue 6:30pm-9:30pm, 10 Jan to 24 Apr, 2012
Sat 9am-12pm, 17 Mar, 2012

Please see page 56 for course description.

Business Process Management

Tools and Techniques of Business Process Management

In-class: Mississauga Campus

- SCS 2565-002 Sat 9:30am-12:30pm, 10 Sep to 3 Dec, 2011
- SCS 2565-004 Wed 6pm-9pm, 11 Jan to 28 Mar, 2012

12 meetings (36 hours) Fee: \$695

Please see page 56 for course description.

ENJOY MORE

Peter Azmi

Student, Business Communication

“The Effective Communication and Negotiation course built and enhanced my existing strengths – important for my transition to a business career. I use the techniques in my daily life, both at home and at work.”

Peter Azmi, a recent Ph.D. graduate, is Business Development Officer for U of T’s Innovations and Partnerships office.



Organizational Aspects of Business Process Management (BPM)

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2566-002 Wed 6pm-9pm,
11 Apr to 27 Jun, 2012

Please see page 57 for course description.

Management Information Systems (MIS)

In-class: Mississauga Campus

11 meetings (33 hours) Fee: \$695

SCS 1209-072 Please visit our website for the most up to date details.

Please see page 58 for course description.

Principles of Operations Management

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 2121-018 Mon 6pm-9pm,
12 Sep to 12 Dec, 2011

Please see page 58 for course description.

Advanced Operations Management

In-class: Mississauga Campus

13 meeting (39 hours) Fee: \$695

SCS 2124-013 Thu 6pm-9pm,
8 Sep to 1 Dec, 2011

Please see page 59 for course description.

Quantitative Methods for Business Management

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 0081-059 Please visit our website for the most up to date details.
SCS 0081-063

Please see page 59 for course description.

Business Strategy

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 0974-106 Thu 6pm-9pm,
19 Jan to 12 Apr, 2012

Please see page 59 for course description.

Human Resources

Occupational Health & Safety

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 2008-014 Wed 6pm-9pm,
11 Jan to 4 Apr, 2012

Please see page 63 for course description.

International Business

Foundations of Canadian Customs Procedures

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2647-002 Please visit our website for the most up to date details.
SCS 2647-004
SCS 2647-006

Please see page 64 for course description.

International Trade Finance

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2648-002 Please visit our website for the most up to date details.
SCS 2648-004

Please see page 64 for course description.

Import-Export Procedures

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2649-002 Please visit our website for the most up to date details.

Please see page 65 for course description.

Innovation

Foundations of Business Innovation

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$645

SCS 2539-005 Please visit our website for the most up to date details.
SCS 2539-007

Please see page 65 for course description.

The Tools and Techniques of Business Innovation

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$645

SCS 2540-004 Please visit our website for the most up to date details.
SCS 2540-006

Formerly titled Innovation in Product Development: From Problems to Solution Concepts

Please see page 65 for course description.

Business Innovation Applications

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$645

SCS 2541-003 Please visit our website for the most up to date details.

Formerly titled Innovation in Operations Management: From Solution Concepts to Delivery

Please see page 66 for course description.

International Professionals

Canadian Workplace Culture and Communication

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 2531-012 Sat 9:30am-12:30pm,
24 Sep to 3 Dec, 2011

SCS 2531-014 Sat 9:30am-12:30pm,
28 Jan to 7 Apr, 2012

SCS 2531-016 Sat 9:30am-12:30pm,
5 May to 21 Jul, 2012

Please see page 176 for course description.

Professional Writing

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1914-029 Tue 6pm-9pm,
27 Sep to 29 Nov, 2011

SCS 1914-032 Tue 6pm-9pm,
31 Jan to 3 Apr, 2012

SCS 1914-034 Thu 6pm-9pm,
3 May to 5 Jul, 2012

Please see page 177 for course description.

Professionally Speaking

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1120-046 Wed 6pm-9pm,
5 Oct to 7 Dec, 2011

SCS 1120-048 Wed 6pm-9pm,
25 Jan to 28 Mar, 2012

SCS 1120-052 Wed 6pm-9pm,
2 May to 4 Jul, 2012

Please see page 178 for course description.

Pronunciation

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 0166-061 Wed 6pm-9pm,
25 Jan to 28 Mar, 2012

SCS 0166-059 Tue 6pm-9pm,
27 Sep to 29 Nov, 2011

SCS 0166-064 Sat 9:30am-12:30pm,
5 May to 21 Jul, 2012

Please see page 179 for course description.

Speaking Accurately

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1121-056 Thu 6pm-9pm,
6 Oct to 8 Dec, 2011

SCS 1121-058 Thu 6pm-9pm,
26 Jan to 29 Mar, 2012

SCS 1121-063 Tue 6pm-9pm,
1 May to 3 Jul, 2012

Please see page 180 for course description.

Writing Essentials I

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1337-047 Mon 6pm-9pm,
26 Sep to 5 Dec, 2011

SCS 1337-050 Mon 6pm-9pm,
23 Jan to 2 Apr, 2012

SCS 1337-053 Thu 6pm-9pm,
3 May to 5 Jul, 2012

Please see page 180 for course description.

Leadership

Be An Effective Negotiator

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2072-022 Thu 6pm-9pm,
15 Sep to 13 Oct, 2011

SCS 2072-027 Tue 6pm-9pm,
8 May to 5 June, 2012

Please see page 66 for course description.

Critical Thinking Essentials

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2149-014 Tue 6pm-9pm,
8 May to 5 Jun, 2012

2 meetings (15 hours) Fee: \$499

SCS 2149-013 Fri 9am-5pm,
4 Nov & 11 Nov, 2011

Please see page 66 for course description.

Managing People Essentials

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2089-018 Thu 6pm–9pm,
22 Sep to 20 Oct, 2011

Please see page 67 for course description.

Managing People Advanced

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2242-009 Thu 6pm–9pm,
26 Jan to 23 Feb, 2012

Please see page 67 for course description.

Powerful Negotiation Skills

In-class: Mississauga Campus

2 meetings (15 hours): Fee \$499

SCS 2080-016 Sat 9am–5 pm,
5 Nov & 12 Nov, 2011

Please see page 71 for course description.

Understanding & Resolving Conflict

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2355-010 Please visit our website for the
SCS 2355-012 most up to date details.

Please see page 71 for course description.

Critical Thinking Advanced

In-class: Mississauga Campus

5 meetings (15 hours) Fee: \$499

SCS 2329-007 Mon 6pm–9pm,
16 Jan to 13 Feb, 2012
SCS 2329-008 Mon 6pm–9pm,
5 Mar to 2 Apr, 2012

Please see page 71 for course description.

The Brand Within: Market Yourself with Impact

In-class: Mississauga Campus

1 meeting (8 hours) Fee: \$225

SCS 2017-013 Fri 9am–5pm, 4 Nov, 2011
SCS 2017-015 Mon 9am–5pm, 30 Jan, 2012

Please see page 72 for course description.

Marketing

Marketing: An Introduction

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 0978-142 Tue 6pm–9pm,
20 Sep to 13 Dec, 2011
SCS 0978-145 Tue 6pm–9pm,
17 Jan to 10 Apr, 2012

Please see page 73 for course description.

Tools and Fundamentals of Retail Merchandising

In-class: Mississauga Campus

13 meetings (39 hours) Fee: \$695

SCS 2119-021 Wed 6pm–9pm,
21 Sep to 14 Dec, 2011
SCS 2119-022 Wed 6pm–9pm,
18 Jan to 11 Apr, 2012
SCS 2119-023 Wed 6pm–9pm,
2 May to 25 Jul, 2012

Please see page 75 for course description.

Foundations of Biopharmaceutical Marketing

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS2642-001 Please visit our website for the most up to date details.

Please see page 77 for course description.

Project Management

Foundations of Project Management

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1860-105 Please visit our
SCS 1860-111 website for the most
SCS 1860-116 up to date details.

Please see page 78 for course description.

Leading Projects in Organizations

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1952-068 Please visit our
SCS 1952-071 website for the most
SCS 1952-063 up to date details.

Please see page 78 for course description.

Project Implementation and Control

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1937-050 Please visit our
SCS 1937-054 website for the most
SCS 1937-058 up to date details.

Please see page 79 for course description.

Passing the PMP Certification Exam

In-class: Mississauga Campus

13 meetings (42 hours) Fee: \$2599 plus applicable taxes

SCS 1527-050 Please visit our
SCS 1527-053 website for the most
SCS 1527-056 up to date details.

Please see page 187 for course description.

Quality & Productivity Management

Foundations of Quality and Productivity Management

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 2542-006 Please visit our website for the most up to date details.

Please see page 82 for course description.

Risk Management

Risk Assessment

In-class: Mississauga Campus

15 meetings (45 hours) Fee: \$695

SCS 0981-101 Wed 6:30pm-9:30pm,
7 Sep to 14 Dec, 2011
SCS 0981-103 Tue 6:30pm-9:30pm,
17 Jan to 24 Apr, 2012
SCS 0981-106 Tue 6:30pm-9:30pm,
1 May to 13 Jul, 2012
Sat 9am-1pm, 21 Jul, 2012

Please see page 84 for course description.

Risk Control

In-class: Mississauga Campus

15 meetings (45 hours) Fee: \$695

SCS 0985-090 Thu 6:30pm-9:30pm,
8 Sep to 15 Dec, 2011
SCS 0985-092 Mon 6:30pm-9:30pm,
9 Jan to 23 Apr, 2012
SCS 0985-095 Wed 6:30pm-9:30pm,
2 May to 1 Aug, 2012
Sat 9am-1pm, 21 Jul, 2012

Please see page 84 for course description.

Risk Financing

In-class: Mississauga Campus

15 meetings (45 hours) Fee: \$695

SCS 0986-088 Wed 6:30pm-9:30pm,
7 Sep to 14 Dec, 2011
SCS 0986-090 Wed 6:30pm-9:30pm,
18 Jan to 25 Apr, 2012
SCS 0986-093 Wed 6:30pm-9:30pm,
2 May to 1 Aug, 2012
Sat 9am-1pm, 21 Jul, 2012

Please see page 85 for course description.

Sales

Professional Sales Best Practices

In-class: Mississauga Campus

13 meetings (26 hours) Fee: \$750

SCS 2093-026 Mon 6:30pm-8:30pm,
12 Sep to 12 Dec, 2011
SCS 2093-028 Mon 6:30pm-8:30pm,
16 Jan to 16 Apr, 2012
SCS 2093-031 Mon 6:30pm-9:30pm,
7 May to 16 Jul, 2012

Please see page 85 for course description.

Professional Sales Management

In-class: Mississauga Campus

13 meetings (26 hours) Fee: \$750

SCS 2095-026 Thu 6:30pm-8:30pm,
22 Sep to 15 Dec, 2011
SCS 2095-028 Thu 6:30pm-8:30pm,
19 Jan to 12 Apr, 2012

9 meetings (27 hours) Fee: \$750

SCS 2095-032 Thu 6:30pm-9:30pm,
3 May to 28 Jun, 2012

Please see page 85 for course description.

Engineering & Applied Science

LEED & Green Building

LEED Green Building Strategies and Green Associate Exam Preparation

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$1000 plus applicable taxes

SCS 2502-007 Please visit our
SCS 2502-009 website for the most
SCS 2502-011 up to date details.

Formerly titled LEED Green Building: Core Concepts and Strategies

Please see page 91 for course description.

Foundations of Project Management (Day Seminar)

In-class: Mississauga Campus

6 meetings (48 hours) Fee: \$1795

SCS 2468-010 Please visit our website for the most up to date details.

Please see page 92 for course description.

Facility Management

Facility Management Essentials

In-class: Mississauga Campus

6 meetings (18 hours) Fee: \$599 plus applicable taxes

SCS 2522-006 Wed 6pm-9pm,
9 May to 13 Jun, 2012

Please see page 97 for course description.

Arts & Science

Health

Mini-Med School at the University of Toronto

Lecture: Mississauga

5 meetings (7.5 hours) Fee: \$135 plus applicable taxes

SCS 2000-011 Thu 7pm-8:30pm,
19 Apr to 17 May, 2012

Please see page 106 for course description.

Creative Writing

Creative Writing

Creative Writing: Introduction

In-class: Mississauga Campus

8 meetings (20 hours) Fee: \$499

SCS 1664-135 Tue 7pm-9:30pm,
4 Oct to 22 Nov, 2011
SCS 1664-156 Thu, 7pm-9:30pm,
3 May to 21 Jun, 2012

Please see page 138 for course description.

Creative Writing Through Reading

In-class: Mississauga Campus

8 meetings (20 hours) Fee: \$599

SCS 1695-044 Wed 7pm-9:30pm,
11 Apr to 30 May, 2012

Please see page 140 for course description.

Writing the Novel: Introduction

In-class: Mississauga Campus

10 meetings (20 hours) Fee: \$599

SCS 1679-050 Sat 11am-1pm,
21 Jan to 31 Mar, 2012

Please see page 141 for course description.

Writing Short Fiction: Introduction

In-class: Mississauga Campus

Mississauga Campus

10 meetings (20 hours) Fee: \$599

SCS 1680-047 Sat 11am-1pm,
24 Sep to 3 Dec, 2011

Please see page 142 for course description.

Creative Non-Fiction: Introduction

In-class: Mississauga Campus

8 meetings (20 hours) Fee: \$599

SCS 1691-031 Sat 11am-1:30pm,
21 Apr to 16 Jun, 2012

Please see page 146 for course description.

Writing for Children: Introduction

In-class: Mississauga Campus

8 meetings (20 hours) Fee: \$599

SCS 1717-016 Sat 11am-1:30pm,
1 Oct to 26 Nov, 2011

Please see page 149 for course description.

Freelance Writing

The Freelance Writing Business

In-class: Mississauga Campus

10 meetings (20 hours) Fee \$499

SCS 1711-029 Wed 7pm–9:30pm,
5 Oct to 23 Nov, 2011

Please see page 152 for course description.

Internationally Educated Professionals

Career & Communication

Effective Communication and Negotiation

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1241-060 Wed 6:30pm–9:30pm,
2 May to 18 Jul, 2012

Please see page 174 for course description.

The Business Approach to Writing

In-class: Mississauga Campus

12 meetings (36 hours) Fee: \$695

SCS 1348-093 Tue 6pm–9pm,
17 Jan to 3 Apr, 2012
SCS 1348-096 Thu 6pm–9pm,
3 May to 19 Jul, 2012
SCS 1348-090 Mon 6pm–9pm,
19 Sep to 12 Dec, 2011

Please see page 175 for course description.

Canadian Workplace Culture and Communication

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 2531-012 Sat 9:30am–12:30pm,
24 Sep to 3 Dec, 2011
SCS 2531-014 Sat 9:30am–12:30pm,
28 Jan to 7 Apr, 2012
SCS 2531-016 Sat 9:30am–12:30pm,
5 May to 21 Jul, 2012

Please see page 176 for course description.

Professional Writing

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1914-029 Tue 6pm–9pm,
27 Sep to 29 Nov, 2011
SCS 1914-032 Tue 6pm–9pm,
31 Jan to 3 Apr, 2012
SCS 1914-034 Thu 6pm–9pm,
3 May to 5 Jul, 2012

Please see page 177 for course description.

Professionally Speaking

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1120-046 Wed 6pm–9pm,
5 Oct to 7 Dec, 2011
SCS 1120-048 Wed 6pm–9pm,
25 Jan to 28 Mar, 2012
SCS 1120-052 Wed 6pm–9pm,
2 May to 4 Jul, 2012

Please see page 178 for course description.

Pronunciation

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 0166-059 Tue 6pm–9pm,
27 Sep to 29 Nov, 2011
SCS 0166-061 Wed 6pm–9pm,
25 Jan to 28 Mar, 2012
SCS 0166-064 Sat 9:30am–12:30pm,
5 May to 21 Jul, 2012

Please see page 179 for course description.

Speaking Accurately

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1121-056 Thu 6pm–9pm,
6 Oct to 8 Dec, 2011
SCS 1121-058 Thu 6pm–9pm,
26 Jan to 29 Mar, 2012
SCS 1121-063 Tue 6pm–9pm,
1 May to 3 Jul, 2012

Please see page 180 for course description.

Writing Essentials I

For non-native speakers of English

In-class: Mississauga Campus

10 meetings (30 hours) Fee: \$590

SCS 1337-047 Mon 6pm–9pm,
26 Sep to 5 Dec, 2011
SCS 1337-050 Mon 6pm–9pm,
23 Jan to 2 Apr, 2012
SCS 1337-053 Thu 6pm–9pm,

Please see page 180 for course description.

U of T Scarborough

Business & Professional Studies

Accounting & Finance

Internal Auditing Standards – Introduction

In-class: Scarborough Campus

11 meetings (33 hours) Fee: \$695

SCS 2332-009 Please visit our website for the most up to date details.

Please see page 39 for course description.

Internal Auditing, Programs and IT

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 2333-006 Please visit our website for the most up to date details.

Please see page 40 for course description.

Internal Auditing, Governance, Compliance and Business Issues

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 2334-006 Please visit our website for the most up to date details.

Please see page 40 for course description.

Please visit us at our website:
learn.utoronto.ca

The Budgeting Process

In-class: Scarborough Campus

8 meetings (24 hours) Fee: \$450

SCS 2081-018 Please visit our website for the most up to date details.

Please see page 40 for course description.

Understanding Financial Statements

In-class: Scarborough Campus

8 meetings (24 hours) Fee: \$450

SCS 2079-021 Wed 6pm–9pm,
25 Jan to 14 Mar, 2012

Please see page 46 for course description.

Business Analysis

The Foundations of Business Analysis

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 2379-027 Please visit our
SCS 2379-031 website for the most
SCS 2379-035 up to date details.

Please see page 47 for course description.

Business Analysis Tools and Techniques

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 2383-009 Please visit our
SCS 2383-012 website for the most
SCS 2383-015 up to date details.

Please see page 48 for course description.

Leadership in Business Analysis

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 2382-010 Please visit our
SCS 2382-013 website for the most
SCS 2382-016 up to date details.

Please see page 48 for course description.

Business Writing

The Business Approach to Writing

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 1348-094 Sat 9am–12pm,
21 Jan to 14 Apr, 2012

Please see page 50 for course description.

Business Law and Insurance

Business Law (Cantonese)

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$499

SCS 1780-010 Sat 9:30am-12:30pm,
14 Jan to 24 Mar, 2012

Please see page 53 for course description.

Business Process Management

Quantitative Methods for Business Management

In-class: Scarborough Campus

13 meetings (39 hours) Fee: \$695

SCS 0081-060 Please visit our website for the
SCS 0081-064 most up to date details.

Please see page 59 for course description.

Business Strategy (Cantonese)

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$499

SCS 1782-008 Mon 6pm-9pm,
19 Sep to 28 Nov, 2011

Please see page 61 for course description.

Human Resources

Human Resources Management (Cantonese)

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$499

SCS 1783-010 Sat 9:30am-12:30pm,
17 Sep to 26 Nov, 2011

Please see page 62 for course description.

International Professionals

Speaking Accurately

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$590

SCS 1121-064 Wed 6pm-9pm,
2 May to 4 Jul, 2012

Please see page 180 for course description.

Writing Essentials I

For non-native speakers of English

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$590

SCS 1337-054 Tue 6pm-9pm,
1 May to 3 Jul, 2012

Please see page 180 for course description.

Leadership

Be An Effective Negotiator

In-class: Scarborough Campus

5 meetings (15 hours) Fee: \$499

SCS 2072-023 Tue 6pm-9pm,
4 Oct to Nov 1, 2011

Please see page 66 for course description.

Critical Thinking Essentials

In-class: Scarborough Campus

2 meetings (15 hours) Fee: \$499

SCS 2149-015 Fri 9am-5pm,
4 May & 11 May, 2012

5 meetings (15 hours) Fee: \$499

SCS 2149-016 Tue 6pm-9pm,
13 Sep to 11 Oct, 2011

Please see page 66 for course description.

Powerful Negotiation Skills

In-class: Scarborough Campus

2 meetings (15 hours): Fee \$499

SCS 2080-020 Sat 9am-5pm,
2 Jun & 9 Jun, 2012

Please see page 71 for course description.

Understanding & Resolving Conflict

In-class: Scarborough Campus

5 meetings (15 hours) Fee: \$499

SCS 2355-011 Please visit our website for the most up to date details.

Please see page 71 for course description.

Project Management

Foundations of Project Management

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 1860-106 Please visit our
SCS 1860-112 website for the most
SCS 1860-117 up to date details.

Please see page 78 for course description.

Leading Projects in Organizations

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 1952-064 Please visit our
SCS 1952-067 website for the most
SCS 1952-072 up to date details.

Please see page 78 for course description.

Project Implementation and Control

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 1937-051 Please visit our
SCS 1937-055 website for the most
SCS 1937-059 up to date details.

Please see page 79 for course description.

Passing the PMP Certification Exam

In-class: Scarborough Campus

13 meetings (42 hours) Fee: \$2599 plus applicable taxes

SCS 1527-051 Please visit our
SCS 1527-054 website for the most
SCS 1527-057 up to date details.

Please see page 187 for course description.

Risk Management

Risk Assessment

In-class: Scarborough Campus

15 meetings (45 hours) Fee: \$695

SCS 0981-104 Wed 6:30pm-9:30pm,
18 Jan to 25 Apr, 2012

Please see page 84 for course description.

Risk Control

In-class: Scarborough Campus

15 meetings (45 hours) Fee: \$695

SCS 0985-093 Thu 6:30pm-9:30pm,
19 Jan to 26 Apr, 2012

Please see page 84 for course description.

Risk Financing

In-class: Scarborough Campus

15 meetings (45 hours) Fee: \$695

SCS 0986-091 Tue 6:30pm-9:30pm,
10 Jan to 17 Apr, 2012

Please see page 85 for course description.

Please visit us at our website:
learn.utoronto.ca

Sales

Professional Sales Best Practices

In-class: Scarborough Campus

13 meetings (26 hours) Fee: \$750

SCS 2093-029 Mon 6:30pm-8:30pm,
16 Jan to 16 Apr, 2012

Scarborough Campus

9 meetings (27 hours) Fee: \$750

SCS 2093-032 Mon 6:30pm-9:30pm,
7 May to 16 Jul, 2012

Please see page 85 for course description.

Professional Sales Management

In-class: Scarborough Campus

13 meetings (26 hours) Fee: \$750

SCS 2095-029 Thu 6:30pm-8:30pm,
19 Jan to 12 Apr, 2012

9 meetings (27 hours) Fee: \$750

SCS 2095-033 Thu 6:30pm-9:30pm,
3 May to 28 Jun, 2012

Please see page 85 for course description.

Creative Writing

Creative Writing

Creative Writing: Introduction

In-class: Scarborough Campus

10 meetings (20 hours)

SCS 1664-136 Sat 1:30pm-3:30pm,
24 Sep to 3 Dec, 2011

Please see page 138 for course description.

Writing the Novel: Introduction

In-class: Scarborough Campus

10 meetings (20 hours) Fee: \$599

SCS 1679-054 Sat 1:30pm-3:30pm,
14 Apr to 23 Jun, 2012

Please see page 141 for course description.

Internationally Educated Professionals

Career & Communication

The Business Approach to Writing

In-class: Scarborough Campus

12 meetings (36 hours) Fee: \$695

SCS 1348-094 Sat 9am-12pm,
21 Jan to 14 Apr, 2012

Please see page 175 for course description.

Pronunciation

For non-native speakers of English

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$590

SCS 0166-065 Thu 6pm-9pm,
3 May to 5 Jul, 2012

Please see page 179 for course description.

Speaking Accurately

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$590

SCS 1121-064 Wed 6pm-9pm,
2 May to 4 Jul, 2012

Please see page 180 for course description.

Writing Essentials I

For non-native speakers of English

In-class: Scarborough Campus

10 meetings (30 hours) Fee: \$590

SCS 1337-054 Tue 6pm-9pm,
1 May to 3 Jul, 2012

Please see page 180 for course description.